NEW JERSEY HEALTH CARE FACILITIES
FINANCING AUTHORITY

JOB DESCRIPTION

PROJECT MANAGER, HEALTH INFORMATION TECHNOLOGY

DEFINITION:

Under the direction of the Executive Director and the Director of Research, Investor Relations and Compliance, the Project Manager, Health Information Technology implements health information exchange grants under the American Recovery and Reinvestment Act and ensures accountability of all initiatives to be funded by the State grant, which is to be awarded under Title XIII, Section 3013 of that Act. The Grants Manager will assist in coordinating Health Information Exchanges to be implemented around the State and in fully reviewing and auditing those initiatives in terms of project scope, milestones, and technological implementation. Those initiatives have already been selected by the State under a Request for Applications process completed in October, 2009. The position will begin once the grant is awarded and may only last as long as the grant period, which is expected to be four years.

EXAMPLES OF WORK:

- Responsible for monitoring sub-grantee compliance with the operational covenants contained in contract documents;

- Develop ongoing accountability measures, including clinical-data metrics and technological progress, that will ensure the success of the Health Information Exchanges;

- Liaise with the Health Information Technology Commission and the Office for e-HIT in the development of those performance and accountability metrics for Health Information Exchanges, and in the application of those metrics to the reviews of the Health Information Exchanges slated to receive federal ARRA grants that flow through the Authority, as well as any other Health Information Exchanges that may receive grants, loans, or credit facilities through the Authority at a later date;

- Develop remedies for cases of non-compliance, and ensure that remedies for contract violations are carried out;

- Review various sources of information yielded by the Health Information Exchanges to determine material changes in key operational indicators;

- Spearhead the drafting and review of quarterly accountability reports prepared to be in compliance with the Recovery Act, for review by the Department of Health and Senior Services, and work with Authority staff to merge financial compliance documentation of Health Information Exchanges into those accountability reports;

- When requested, participate in and contribute to high-level meetings with agencies and representatives of the federal government; hospital and provider representatives; and other departments of State government;

- Routinely interact, either verbally, in writing, or in-person with sub-grantees to assist them in understanding compliance requirements and milestones, in cases where covenant violations occur, track progress of remedies;

- Verify that operational performance of and participation in state-sponsored Health Information Exchanges complies with the requirements of individual contract documents and federal standards as set forth by the Office of the National Coordinator for Health Information Technology;

- Participate in regular meetings with senior staff and be prepared to discuss relevant issues with Authority Members;

- Assist the Executive Director and/or the Director of Research, Investor Relations and Compliance in performing special projects related to Health Information Technology as they arise.

KNOWLEDGE AND SKILLS:

- Knowledge of health information technology, including electronic health records and interoperability standards;

- Knowledge of systems integration and technology-systems auditing procedures;

- The ability to interpret and analyze operational data and to develop formats for recording and reporting such information;

- The ability to comprehend and analyze Authority and Department of Health and Senior Services documents and to develop internal controls to enhance compliance monitoring activities;

- The ability to communicate effectively, both orally and in writing.

EDUCATION/EXPERIENCE:

- Bachelor's Degree or equivalent in health information management, systems integration, health informatics, or a related degree. Advanced degree in these disciplines or certification as a Certified Information Systems Auditor preferred.

- Demonstrated experience in the health-care industry and in health-information technology systems. Experience with health information systems auditing and/or integration preferred.

This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.